

Subpart I – Exhibits
Part 600 – Federal Grants and Cooperative Agreements
600.195
SAMPLE FORMAT FOR ANNOUNCEMENTS

DEPARTMENT OF AGRICULTURE

(CFDA NO: _____) *Note: Enter appropriate number from the Catalog of Federal Domestic Assistance (CFDA)*

PURPOSE: *Note: This space is to be used to explain the purpose of the program which is normally contained in the agency's enabling legislation. If the authority above is cited, merely state the intended purpose of the expenditure of the funds.*

AGENCY: Department of Agriculture, Natural Resources Conservation Service.

ACTION: Notice of availability of funding for Fiscal Year (*fill in*) (*insert procedures for application*).

SUMMARY: *Note: This space is to be used to summarize the components of this announcement.*

ELIGIBLE APPLICANTS: An eligible applicant is any (*state the type of organizations eligible to submit proposals, e.g., private, non-profit organizations, institutions of higher education, or state or local government*).

EVALUATION CRITERIA AND WEIGHTS: *Note: This space is to be used to set forth the criteria and weights assigned, e.g., initial evaluation will be based on response to announcement; conceptual approach to project (30 points); soundness of project design/technical approach (35 points); project management and experience and qualifications of personnel (15 points); justification and allocation of budget (20 points).*

METHODS OF EVALUATING AND RANKING APPLICATIONS: *Note: This space is to be used to set forth the method for evaluating, e.g., convene a review panel to conduct reviews independently. Discuss review comments as a panel, and provide individual panelist scores and suggestions for modifications of applications. For funding decisions, applications will be ranked into two groups-Recommended and Not Recommended. After projects have been ranked for funding, the signatory official will determine the project to be funded based upon the technical evaluations, panel reviews, and then determine the amount of funds available for the project. The exact amount of funds to be awarded to the project will be determined in pre-award negotiations between the applicant and the agency.*

DEADLINE FOR RECEIPT OF APPLICATIONS: *Note: give applicants 20-45 days. Specify exact date to be returned.*

AVAILABLE FUNDING: *Note: The available funding is the total estimated amount for the fiscal year, the amount estimated for each recipient or both. Include statement about any awards being subject to availability of funding being appropriated by Congress.*

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PROJECT PERIOD: *Note: This space is to be used to set forth the period of funding, i.e., any length of time up to 5 years.*

TYPE OF FUNDING INSTRUMENT AND ESTIMATED NUMBER OF AWARDS: *Note: This space is to be used to indicate GRANT OR COOPERATIVE AGREEMENT and the number of proposed awards.*

PROCEDURES FOR APPLYING FOR ASSISTANCE: Applications for assistance must contain the following: project proposal, in narrative form, describing the nature of the proposed project; project title; project leaders; need for the project; project objectives; time table; expected output; management plan; and personnel support. *If applicable, include cost principals and cost matching or sharing.* The following forms are required and can be obtained from the issuing officer or the web sites listed below. **Note: Include only those forms applicable to the instant requirement.*

<http://www.whitehouse.gov/WH/EOP/OMB/Grants>

Standard Form 4224	Application from Federal Assistance
Standard Form 424A *	Budget Information – Non-construction Programs
Standard Form 424B*	Assurances – Non-construction Programs
Standard Form 424C*	Budget Information – Construction Programs
Standard Form 424D*	Assurances – Construction Programs
(Form Number N/A)	Certification Regarding Lobbying
SF-LLL	Disclosure of Lobbying Activities
SF-269 or SF-269A	Financial Status Report (Long or Short Form)
SF-270	Request for Advance or Reimbursement
Form AD-1047*	Certification Regarding Debarment, Suspension, and Responsibility Other matters-Primary Covered Transactions
Form AD-1048*	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

DRUG-FREE CERTIFICATION: The applicant, by signing or submitting this application or grant agreement, is providing a certification set forth in Appendix C to 7 CFR Part 3017; Certification Regarding Drug-Free Workplace Requirements.

AGENCY CONTACT: *Note: List name and phone number of person responsible for answering any questions regarding the announcement.*

SUBMISSION REQUIREMENTS: *Note: List name and address where applications should be mailed and number of copies.*

AUTHORITY: *Note: This space is to be used to cite the enabling legislation.*